

General Government and Finance Committee – January 18, 2010 (Corrected)

The following media were noticed relative to this meeting per the Open Meetings Law of the State of Wisconsin: The Ozaukee Press, Port Washington, WI; The Milwaukee Journal-Sentinel (Ozaukee-Washington Desk), Milwaukee, WI; The Sheboygan Press, Sheboygan, WI. In addition, a copy of the agenda was also posted at the following locations within the Village of Belgium: Belgium Village Hall, Belgium Post Office, Port Washington State Bank (Belgium Office), Harris Bank, N.A. (Belgium Office), and Belgium Hardware and Beverage.

Call to Order, Roll Call, Establishment of a Quorum:

Chairman Ronald Weyker called the meeting to order at 6:30 p.m. In attendance were President Kowalkowski and Trustee John Thiele. A quorum was declared established. Also in attendance were Daniel E. Birenbaum – DPW & Water Superintendent, Jamie L. Cecil – Treasurer, Deputy Clerk, Jeffery Thiel, Ryan Mueller, and Carol Pomeday – The Ozaukee Press (6:32 p.m.).

Open Meeting Law Compliance Check:

This meeting is in compliance.

Pledge to Flag, Moment of Silence:

Approval of Minutes – July 16, 2009, December 7, 2010:

- July 16, 2009. A motion was made by President Kowalkowski and seconded by Trustee Weyker to approve the minutes from July 16, 2009. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes - none; abstain - Thiele. Motion carried.
- December 7, 2009. A motion was made by President Kowalkowski and seconded by Trustee Thiele to approve the minutes of December 7, 2009. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker; noes - none; abstain - Thiele. Motion carried. The reason that Trustee Thiele abstained is that he was at the meeting for the last two minutes and I would also like the record to show that during this meeting or on the December 4th there was a GGF Meeting notification sent out by the Village Clerk-Treasurer at 13:02 there was a revised GGF notification sent out by the Village Clerk-Treasurer at 14:04 and there was the final GGF meeting notification sent out by Village Clerk-Treasurer at 15:02. Because Mr. Thiele had a doctor's appointment that day at 2:30 p.m. he did not see the last one until the following Monday when he came in late. Trustee Weyker questioned if Mr. Thiele wanted this information in the minutes. He indicated yes.

Carol Pomeday entered the meeting at 6:32 p.m.

Announcement of Closed Session:

There will be a closed session during this meeting.

Announcements/Input:

The following announcements and input will be discussed and possible action taken:
None

Action Items:

None

Miscellaneous Matters:

The following actions will be discussed and possible action taken:

- RFP – CPA Services. Trustee Thiele commented that all this information should be presented to the GGF Committee before the meeting so that the committee can become educated before making the decisions. Thiele noted that unless items have information or they should be tabled. Discussion took place. Same verbiage as the Sewer and Water Committee is being requested. A sample request for proposal for a CPA firm was presented for information only. Trustee Weyker removed this item from the agenda.
- Legal Counsel/Personnel. Atty. Antoine is not comfortable nor does he have the background in HR Personnel Law. We would hire in lieu of Atty. Antoine's services, if needed. No action required at this time.
- Policy Controlling Expenses. Trustee Thiele expounded on the alleged CPA's mistake of \$40,551.09. No monetary mistake took place, only a mislabeling. A typo cost us monies. Jamie Cecil concurred that we need to have financial books on site. Lila Mueller noted that we do have the CPA's working papers on site. General discussion took place. Costs for professional for extra services were discussed.
- Status – Room Tax. Jamie ran preliminary numbers. \$8,400 in total is what is owed 2008 and 2009. Jamie needs information for November and December 2009. President Kowalkowski noted that we are waiting on their paperwork.
- Capital Plan Workshop. Table topic until February 10th. Changes to the Capital Plan are to be reviewed at that time. This is an up-date. Trustee Weyker explained where we are at the end of 2009 and indicated that we could probably wait to borrow monies until 2013. Trustee Thiele agrees that we need to take a look at this but we need to look at all of the information. Discussion took place as well as line by line review. Daniel Birenbaum was out on a fire call so he was unable to comment. Trustee Thiele requested quotes from Daniel E. Birenbaum for Capital Projects. No action taken.
- Closed Session:
A motion was made by President Kowalkowski and seconded by Trustee Thiele to move to open session relative to 19.85 (1)(c) from Closed Session to Open Session regarding personnel employment. The General Government and Finance Committee was polled: ayes –Kowalkowski, Weyker, Thiele; noes – none; abstain - none. Motion carried.

Trustee Thiele indicated that we are not able to use WI CCAP relative to employment and we should dispose papers in our possession and cannot use for any hiring of personnel.

Lila Mueller and Jamie Cecil were asked to review the applications and resumes and select the top temporary full-time Administrative Assistant to interview as well as come up with questions for the candidates. Candidate A was eliminated due to lack of experience in an office setting. Candidates selected – B, C, and D were of interest. The process and handouts were reviewed by the General Government and Finance Committee. It was agreed to have a meeting on January 25th as a special Village Board meeting to hire a candidate for this position. The January 25th's meeting schedule is

slated as follows: 5:30 p.m. General Government and Finance Committee with interviews every 25 minutes, 7:15 p.m. Special Village Board Meeting, 7:30 p.m. Streets and Electric Committee meeting.

All staff was dismissed at this point of the meeting.

Minutes from this point in the meeting were taken by President Kowalkowski and Trustee John Thiele.

- A motion was made by President Kowalkowski and seconded by Trustee Thiel to convene to closed session at 7:57 p.m. per WI Stats. 19.85 (1) (b) considering dismissal, demotion, licensing or discipline of any public employee. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker, Thiele; noes - none; abstain - none. Motion carried.
 - The General Government and Finance Committee reconvened at 9:15 p.m.
 - No action took place regarding Closed Session.

Adjourn:

A motion to adjourn at 9:18 p.m. was made by Trustee Thiele and seconded by President Kowalkowski. The General Government and Finance Committee was polled: ayes – Kowalkowski, Weyker, Thiele; noes - None; abstain - None. Motion carried.

Respectfully submitted,

Lila M. Mueller, CMC
Village Clerk/Deputy Treasurer